

HITEON andbook

Hiteon Elementary School
13800 SW Brockman Road
Beaverton, OR 97008

Office Hours
Daily M-F 7:30 am - 3:30 pm

Attendance	503-259-7085
Office	503-524-1315
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2014 - 2015

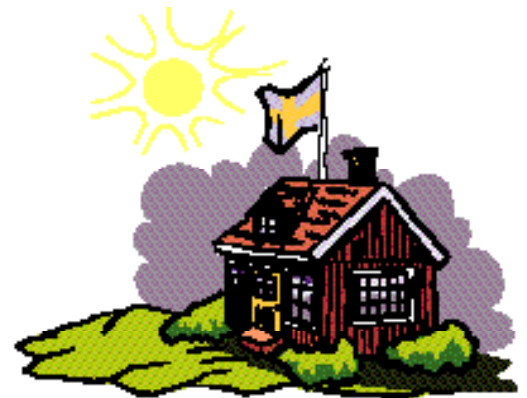
HITEON HISTORY

Before 1905 there were not more than 20 houses in what was to become the Hiteon School district. Children from the Hiteon area attended the little one-room school in the McKay district before that area was divided into Hiteon, Garden Home and McKay districts.

The name "Hiteon" (pronounced "hi-ton") is derived from Hite, a family name of one of the original settlers in the Beaverton area. Mr. and Mrs. Joseph Hite settled with their family in 1880 on Scholls Ferry Road at the corner of what is now 125th Avenue. Their son, Ernest D. Hite, lived on the same property until his death in 1962. He served on the Hiteon School Board for many years. Neighbors of Ernest D. Hite suggested the name for their new school in 1911.

On January 9, 1975, Hiteon School opened its doors at the current location on SW Brockman Road. At that time there were 327 students, a staff of 16 teachers, 1 secretary and 1 aide. Although the building was not quite finished, everyone was eager to be together under one roof after four months of sharing space with Cooper Mountain and Chehalem Schools. The school consisted of 12 classrooms and a library in one area while the gym; music room, office and cafeteria were along an extended hallway. Three years later in 1978, enrollment had increased to 481 students. Six new classrooms were added to the southwest end of the building. In 1986, another addition of four classrooms and a computer center was completed. In 2008 the most current addition began. All classrooms received permanent walls, the bathrooms and cafeteria were updated and a new wing was added that includes 10 new classrooms and a resource center.

Jim Beach served as the first principal in the new building until his retirement in 1984. He was followed by Bob Blanchard (1984-1993), Mary Smith (1993-1994), Deborah Wintermute (1994-2000), Patricia Sharp (2000-2004), Linda Schattauer (2004-2009), Ginny Hansmann (2009-2014), Meghan Warren is the current principal. Hiteon has an enrollment of approximately 680 students.



HITEON ELEMENTARY SCHOOL HANDBOOK

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September 2014

Dear Parents and Students.

It is a pleasure to be a part of the Hiteon community! I feel privileged to work with such talented students, quality teachers, and supportive parents. We strive to provide a learning environment where both children and adults learn from and with each other.

The Hiteon staff has a deep commitment to children and their learning. We strive to employ instructional strategies that engage, challenge and nurture each child intellectually, socially, physically and emotionally. Our staff demonstrates innovation and collaboration so that students will develop the life skills needed in order to have access to a wide range of post secondary options.

The staff at Hiteon School value:

- Treating each child as an individual
- Learning for life
- Celebrating success
- Building a strong community



Our core values guide decision-making and inspire us to create an enriching learning environment for all students, staff and families. Success is measured not only by our school's test results but also in what each child becomes. I invite you to visit Hiteon and welcome your suggestions, questions, and concerns, as we work together to make your child's experience at Hiteon complete. We value your commitment and dedication to this community and appreciate the many things you do that help support our work.

It is our hope that this handbook will provide you with information that is helpful, enhancing your child's education and well being while attending Hiteon. Please review the information with your son or daughter. Also, please visit our website to access this handbook and other resources as well as any updates in the calendar and programs. Look for our newsletter to provide you with information on programs, activities, and events. Do not hesitate to call if you have any questions. We will have a great year, touching the hearts and minds of our children by building a community of learners. Thank you for the opportunity to serve you.

Meghan Warren, Principal

GENERAL INFORMATION

ABSENCES

If your child will be absent or arriving late, please call the school's attendance line at **503-259-7085**, and leave a message regarding that absence. Messages may be left in the attendance voice mailbox 24 hours a day. Please call before 8:15 a.m. on the day of the absence. If it is not possible to report the absence before 8:15 a.m., please call the school office, 503-524-1315. If a student's parent does not call to report an absence or tardy, a courtesy call will be made to the student's home to determine the reason for the student not being in school. **Attendance is very important to student success!**

24-HOUR ATTENDANCE PHONE 503 259-7085

Please help us keep the emergency information updated by informing the school office of new work numbers, day care numbers, and home phone numbers.

ATTENDANCE · LATE ARRIVAL · LEAVING EARLY

Valuable concepts are taught daily. Students are expected to be at school and on time every day that they are healthy.

A student who is not in the school at **8:00 a.m.** (**12:05 p.m.** for afternoon kindergarten) is considered **tardy**. A student who is tardy should check in at the office with a parent/guardian or bring a note explaining the tardy. Tardies are recorded on student progress reports.

Supervision for students begins 15 minutes before school and concludes at dismissal. Students must leave school at 2:35 p.m. (pm dismissal time) unless they are involved in a supervised activity.

All students arriving at school after 8:05 a.m., or 12:05 p.m. for afternoon kindergarten, must check in at the office to get a classroom admittance slip. Please try to schedule doctor and dentist appointments after school hours whenever possible.

10-DAY NONATTENDANCE

If a student is absent 10 consecutive days or more, he/she will be withdrawn from school. To reenroll the student, a parent or guardian must submit a written explanation of the absence to the school principal.

Our school operates under a closed campus policy. This policy requires **the school office** to be notified when:

- Parents are taking children out of school for appointments, vacations, or transfer.
- Parents or visitors enter the building for any reason.
- A child is not allowed to have contact with a specific person by court order.

If you must take your child out of class during the school day, you must sign them out in the office. The office will then call your child out of class and they will meet you in the office. At **no** time may a parent go directly to the classroom to get their child. Please send a note to the teacher so your child will be prepared to leave school at the designated time.

COMMUNICATION

Communication between home and school is key to the success of our students. You are encouraged to contact your child's teacher if you have any questions. In addition to this publication, you can expect the following:

- School newsletter - two times per month via newsletter or email
- Classroom news - at least two times per month via newsletter, email, or website
- School web page - www.beaverton.k12.or.us/hiteon
- District web page - www.beaverton.k12.or.us
- Curriculum information at Back to School Night in September
- Progress Reports at the end of each trimester (December, March, and June)
- Parent-Teacher Conferences
- Telephone
- Letters from teachers regarding specific activities

DAILY SCHEDULE

Grades 1 - 5	8:00 - 2:35
Kindergarten Full Day	8:00 - 2:35
Kindergarten AM Class	8:00 - 10:30
Kindergarten PM Class	12:05 - 2:35

Students should arrive no more than 15 minutes before school starts, as there is not supervision until that time. (Afternoon Kindergartners should arrive no more than 5 minutes before class begins.) If students need to drop off lunch account funds, they may proceed to the cafeteria. Designated supervised areas include the Cafeteria, Gym, and Library.

DIRECTORY INFORMATION

By state law, the following types of records are referred to as directory information and will be released by our school personnel unless your family requests that it not be released: Name of student, address, telephone number, email address or photo. **If you do not want this information released, please inform the school office in writing.**

FIELD TRIPS

Students may take field trips as part of their educational program. There are walking and bus field trips. In order to participate in field trips, a parent or guardian must give general field trip permission when the child is registered and at the beginning of each school year. As individual classrooms plan specific field trips, written notices with dates and details will be sent home with students.



GRADES AND CONFERENCES

Keeping parents informed about student progress is important to Hiteon staff. Students at Hiteon receive three progress reports during the school year: in December, March, and June. Parent Teacher Conference dates are October 23rd & 24th 2014 and February 19th & 20th 2015.

Anytime a parent wants to check with a teacher on the progress of a child, they are welcome to schedule time to talk with the teacher by phone, email, or in person. The teacher always appreciates advance notice.

LIBRARY-MEDIA CENTER



Our Library is open from 7:45 - 2:35 each day. Students visit the library during scheduled class visits or with a pass during other times (before school, recess, or free time). Teachers are encouraged to send students whenever the need for research or reading materials arises.

Books, books on tape or CD, and magazines circulate for two weeks plus renewals. Reference books may be used in the Library or checked out overnight for home use after 2:15 p.m. Videos may also be checked out overnight. Fines are not charged, but students will be asked to return overdue books before checking out additional materials. In addition, parents and community members are invited to check out books.

Students are reminded about overdue books verbally first and then with written notices. If books are still overdue after one month, a notice will be mailed home requesting parental assistance. Replacement costs for lost materials will be assessed.

LOST-AND-FOUND

Lost-and-found articles are placed on the rack located in the hallway near the 4th/5th grade wing. Money, watches, glasses, keys, and small articles are kept in the office. Please check these areas when you visit the school. Clothing and articles with a name on them will be returned to the child. Unclaimed clothing is sent to the district's Clothes Closet at the end of each grading period.

NUTRITION SERVICES

Meals & Nutrition

Nutritious Breakfasts and Lunches are available for all students to purchase each day. In addition, milk is sold separately from the complete meal (1% or fat-free).

Meal Times

Breakfast is served daily at 7:30 am. Lunch is served between 10:50 am and 12:40 pm.

Menu

Breakfast and Lunch Menus for the current and succeeding month are posted on the Nutrition Services Website at:

<http://www.beaverton.k12.or.us/home/departments/nutrition-services/menus/>.

Meal Prices

The prices for the 2014-2015 school year are:

Please check the website at:

<https://www.beaverton.k12.or.us/depts/nutserv/Pages/meal-price-info.aspx>

Free & Reduced Price Meal Benefits

If a family is experiencing financial need, then parents may complete one application for free or reduced price meals for all students in their family. Meal benefits applications and instructions are available in each student's "back to school" packet, school office, cafeteria, or from the Nutrition Services Meal Benefits office. The application process and each student's meal benefit status are **completely** confidential. Families may apply for meal benefits at any time throughout the school year, even up to the last day of

school. However, a new application is required for each school year. For more information please call: Nutrition Services Meal Benefits Office 503-591-4569 or ELL Welcome Center 503-672-3715.

Student Meal Accounts

Each student is assigned their own individual meal account which they can access using a Personal Identification Number, (PIN). The meal account is a debit account, so students eligible for full and reduced price meals must deposit money into their account before they can purchase meals. Parents may deposit money into their student's account by any of the following methods:

- ◆ **Sending cash or a check made out to the school café. When making a payment, please indicate your student's first and last name along with his/her PIN, on the memo line of the check, or insert cash in an envelope with the your student's first and last name and PIN on the outside. It's best to deliver the payments directly to Nutrition Services staff in the cafeteria so that the payments can be applied before the next meal. Some schools have payment drop boxes or baskets in the main office that you can also use, however, it's possible the payments may not be applied prior to the next meal service.**
- ◆ **Making payments either online or by a toll free number. Parents can register and log onto www.mealpayplus.com or call 800-816-6425 to deposit funds with a nominal fee. They can also monitor account balances and set-up low-balance emails at no charge on-line or via the toll free number. More information is available on the Nutrition Services website: (<http://www.beaverton.k12.or.us/home/departments/nutrition-services/>), or by calling (503) 591-4419.**

In emergencies, students can charge a meal, but are limited to charging up to the cost of 3 lunches. When account balances get low, or each time a student charges, she will receive a verbal reminder that the account balance is getting low and/or is negative. Each time a charge is made, an automated voice mail message will be sent from the district to the parents/guardian, informing them of the amount that is owed. At some schools, students may also receive a hand stamp, or a note as a reminder. After 3 charges, the cashier will give students an "emergency lunch" of a sandwich and carton of milk in lieu of their regular lunch. *Please see the information above regarding easy ways to track your student's meal balance.*

When your student graduates to the next level or transfers to another school within BSD, his/her account balance will transfer with him/her.

Meal Etiquette

Health department regulations stipulate that students should wash or Sanitize their hands with soap and water before eating and are not allowed sharing any portion of their meals. Students are expected to clean up after themselves, return trays to the proper location, recycle appropriate items, and dispose of garbage in the waste can.

SHARING FOOD AT SCHOOL

No home-prepared food may be brought to school to share with classmates. Any food brought to school for student consumption must be commercially prepared in a licensed kitchen. This is a requirement of the Washington County Health Department.

TECHNOLOGY GUIDELINES

Hiteon students are now using the Internet in addition to textbooks, library books, encyclopedias, and magazines. To support proper use of the Internet by students, the district subscribes to a filtering service and teachers educate students about acceptable uses of the Internet.

At Hiteon, a staff member always directly supervises Internet use by students. However, if any parent or guardian does not want their child to use the Internet at school, please send a written request to the office and teachers will respect that request.



VISITATIONS - PARENTS AND STUDENTS

Parents and other visitors are encouraged to visit Hiteon. You are always invited to school assemblies, room parties and programs. To ensure the safety and welfare of our students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are interested, **all visitors must report to the office upon entering the school and must have completed a Background Check (see below)**. Because of liability issues, children visiting your family may not attend class with Hiteon students.

When parents or other visitors come into the school building, please check in at the office to receive a Hiteon visitor's pass.

VOLUNTEER BACKGROUND CHECK

We believe the safety of our students is of the utmost importance. Per Beaverton School District Board Policy, all volunteers must go through a background check. This includes (but is not limited to) classroom helpers, reading group tutors, field trip volunteers, school activity helpers, etc.

If you choose to decline the background check or you do not complete the authorization process, your volunteer request with BSD will be denied.

To complete the background check, go to the school district website:

www.beaverton.k12.or.us/.volunteer

It takes approximately two weeks for the process to be completed. Upon completion, the school list is updated and a sticker is placed on your volunteer badge.

If you have any questions you may contact the Public Safety Office at 503-591-1911.

WITHDRAWAL OF STUDENTS

Prior to the withdrawal of your child(ren), please inform Hiteon's **school office**. **We request at least two days prior notification.** This will enable the staff to make the change as easy as possible for the student. Release forms allowing the student's records to be transferred from Hiteon to the new school will be completed when registering at the new school.

<i>STUDENT CONDUCT AND GUIDELINES</i>
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BIKES, SKATEBOARDS, SCOOTERS, AND HEELIES

Bikes, skateboards, and scooters may be ridden to and from school, but not on school grounds between 7:30 a.m. and 4:00 p.m. Once a student approaches the school driveway or sidewalk, they should stop utilizing these items and walk bicycles, carry skateboards, and fold and carry scooters. It is recommended that that each bike be individually locked. Skateboards and scooters should be carried until 8:00 a.m. when the students may store them in their classroom.

Heelies (shoes with wheels in the heel) may be worn to and from school, but may not be used during the day. Please make sure your child has a pair of tennis shoes they can change into during the day.

All riding items should have a name etched in them. The school takes no responsibility for damaged or lost riding items. Please take the time to review street safety rules with your child. Oregon Law states that any child 16 and under must wear a helmet.

BUS GUIDELINES AND RULES

Please review these bus guidelines with your child so that all children riding on the bus will have a safe journey!

If you want your child to get off the bus at a bus stop other than their own, **the child must have a permission note** written by the parent and signed by office personnel to give to the bus driver. Children will not be let off the bus anywhere other than their normal stop without their parent's written permission. Non-bus students must have written permission from their parent and permission of the bus driver to ride the bus.



The following are the Oregon adopted rules (OAR 581-010) for governing pupils riding school buses. The regulations are recognized by the Beaverton School District and are for the safety of all students:

1. **Students being transported are under the authority of the bus driver.**
2. **Fighting, wrestling, or boisterous activity is prohibited on the bus.**
3. **Students shall use the emergency door only in case of emergency.**
4. **Students shall be on time for the bus both morning and afternoon.**
5. **Students shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.**
6. **Students shall remain seated while the bus is in motion.**
7. **Students may be assigned seats by the bus driver.**
8. **When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.**
9. **Students shall not extend their hands, arms, or heads through bus windows.**
10. **Students shall have written permission to leave the bus other than at home or school.**
11. **Students shall converse in normal tones; loud or vulgar language is prohibited.**
12. **Students shall not open or close windows without permission of the bus driver.**
13. **Students shall keep the bus clean, must refrain from damaging it, and not eat on the bus.**
14. **Students shall be courteous to the bus driver, to fellow pupils, and passersby.**

15. Students who refuse to obey promptly the directions of the driver or refuse to obey the regulations may forfeit their right to ride the buses.

CROSSING STREETS WITH THE CROSSING GUARDS

Students crossing Brockman Road or Davies Road before or after school **MUST USE THE GUARDED CROSSWALKS**. Bike riders should follow the same procedure.

Students are protected at two intersections by crossing guards.

- SW Brockman Road at SW Bridletrail Ave.
- SW Davies Road at SW Singletree Drive

Students must:

1. Wait for the crossing guard on duty to give you the signal that it is safe to cross the street.
2. Walk, do not run across the street.
3. Always obey the crossing guard, even if other adults or parents are giving you different directions.
4. If you walk across Davies or Brockman Road, leave school promptly at dismissal time so that you have the help of a crossing guard.
5. If there is no crossing guard, always follow the rules of the road and cross with the light.



PLAYGROUND RULES AND EXPECTATIONS

GOAL

The playground will be an environment where children play and interact in a safe, responsible, and respectful manner.

General rules and expectations for students:

Use appropriate language at all times.

Keep hands and feet to yourself.

Respect every child's personal space.

Always play in sight of the duty staff.

Always walk when entering the playground.

Try to avoid walking through ongoing games.

The duty staff has the final say on questions of safety and rules.

Students may reenter the building during the recess only after being granted permission by an adult on duty who will give them a pass to use.

Running is allowed only on grassy areas.

Please do not bring food or personal toys onto the playground.

General rules and expectations for equipment and games:

Any student may join any game at any time.

Running games may be played only on grassy areas.

Soccer and football may be played only on the fields.

Use game equipment for its intended purpose.

Follow safety rules for each piece of equipment (rings, slides, toy structure, swings, etc.).

The consequences for inappropriate behavior will follow Hiteon's school wide management plan.

Please note, in an effort to ensure the safety of all children, parent volunteers and visitors will not be allowed outside during recess.

CLOTHES CLOSET

The Beaverton District operates **The Clothes Closet**. It has gently used clothing to distribute to any student who is in need. Contact the school office to obtain the necessary form you need to visit The Clothes Closet. We are happy to assist! It is open only on Wednesdays, and your family may make two visits per school year. The Clothes Closet is located at the Beaverton District Office on Merlo Road.

DRESS CODE

A student's clothing should not disrupt the educational process and should not be a threat to the health and safety of self or others. Students may **not** wear hats in



school. Tops that bare the midriff or torso or expose undergarments are not appropriate attire for school. Because of the potential disruption to instruction, students are not allowed to wear clothing that communicates profanity, violence, gang affiliation, drug and alcohol use or products, or other forms of substance abuse. Flip-flops, heeled shoes, and backless shoes do not protect feet and cannot be worn during P.E. For P.E. class, students should wear tennis shoes without black soles. If girls are wearing dresses, they should plan to wear shorts or pants under their dress for P.E. class.

School is a child's place of work. The principal will contact a child's parent or guardian if a student's dress is inappropriate or is causing a disruption to learning. See the Disruptive Appearance

section of *The Consistent Discipline Handbook* for further clarification.

HOMEWORK AND ASSIGNMENT POLICY

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning process, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. Homework will be assigned three to five days a week for 20-45 minutes as developmentally appropriate for each grade level.

Classroom Procedures and Expectations

- Teachers will post assignments.
- Teachers will monitor completed work and give feedback to students.

Parental Expectations and Involvement

- Parents will encourage, guide, and, at times, help their child with homework, but under no circumstance do it for her/him.
- Parents will help the student budget his/her time so that a regular schedule for study is set.
- Parents will provide a quiet area where study can take place.

Make-up Work for Absent Students

Students are accountable for work missed while they are absent. When a child returns to school after an absence, please send a written excuse to the teacher.

Occasionally, parents request that a teacher provide student homework in advance for an absence longer than a week while a family is on a vacation during school days. Since Oregon State Law requires parents to send their child to school, Hiteon teachers will not provide homework ahead of time for vacation absences. When parents choose to take their children out of school for extended periods they assume all responsibility for their child's education during the absence. It is not reasonable to expect the classroom teacher to be responsible for providing homework before a vacation.

The majority of students learning in elementary school occurs as the result of the teacher's instruction and learning activities that happen in the classroom. If a child misses these learning opportunities, they cannot be replicated.

Sometimes a child's extended absence from school is due to illness, death in the family, etc. Parents should work individually with the child's teacher to develop a plan for learning new key concepts missed. This may include some work that can be sent home

and some work that can be done during recesses with a teacher's assistance. Again it is impossible for a teacher to provide replication of all learning activities that have occurred during the absence.

- If a child is absent for one day due to illness, teachers will provide missed assignments the next day at school.
- If a child will be absent for a few days due to illness, parents can request make-up work by note or phone to the office by 10:00 a.m. Teachers will have the work ready and waiting in the office by 3:00 p.m.

When a student will be gone for more than 10 days of school for any reason, Oregon State and district rules require schools to withdraw the student and then reenroll the student when he/she returns to school. If the absence is not too extended, Hiteon will hold the child's place in the same classroom so the child can continue with the same teacher upon returning.

PARTIES AT SCHOOL

School parties are limited to three per year and are usually held during the last period of the day. Occasions and times may vary by grade level.

Due to Washington County Health Department policy regarding the control of hepatitis and other communicable diseases, **foods used in school must be purchased and/or prepared in commercial kitchens**. No home-prepared foods may be brought to school to share with students. Parents please remember to have your background check completed before the first party day of the school year.

PARTY INVITATIONS

Distribution of personal invitations in any classroom will be allowed only if all students in the classroom receive an invitation.

BIRTHDAY TREATS

We ask that birthday treats and balloons not be brought to school. We LOVE birthdays, but interruptions and excess sugar really disrupt the school day. Thank you for your cooperation. It is greatly appreciated

PERSONAL PROPERTY AT SCHOOL

The school cannot assume any responsibility for lost or stolen property belonging to students. For this reason, students may not bring such things as iPods, toys, dolls, jewelry, sports equipment, trading cards, or other valuables.

Please mark notebooks; other personally owned school supplies, coats, jackets, sweaters, and all clothing that your student might take off at school with name and phone number. Money or checks should be brought to school in an envelope properly labeled with the child's name, teacher's name, and the purpose for which it is intended. Students should bring only as much money as they need for lunches or a special activity.

Students are not permitted to bring guns, toy guns, knives, dangerous objects, matches, lighters, tobacco, or illegal substances to school under any circumstances. In the interest of safety and adherence with the law, this regulation will be strictly enforced. Refer to the district *Student Consistent Discipline Handbook* for further information.

CELL PHONES

Hiteon does not assume responsibility for lost or stolen cell phones. If your child must bring a cell phone to school, it must be OFF and AWAY from 7:45-2:35 pm. Please call Hiteon's main office if you need to deliver a message to your child(ren). Please check with your child's teacher if you have a special circumstance or request to consider.

PETS AT SCHOOL

Pets are not allowed on school property.

STUDENT CONDUCT

Defacing school property is punishable by payment for damage or withholding privilege of use. (Under Oregon law, parents are responsible for payment up to \$5000 in damages, and Beaverton District 48 has adopted this policy.)

Attending assemblies and field trips are privileges and students need to demonstrate acceptable behavior in order to participate.

On the playground students who participate in games will be expected to use the rules taught by the P.E. teacher. All games are open to everyone, and the rules will remain consistent throughout the year.

Please review the *Beaverton School District Consistent Discipline Handbook* for specific behavioral expectations and consequences. There is a link to this handbook on our website.

STUDENT MANAGEMENT

The Hiteon school wide student management plan is based on helping students learn to make responsible decisions by asking themselves the following questions:

IS IT SAFE?

- Students are expected to act safely. Students are to walk to classes, lunch, recess, in the halls, and on the blacktop. Students are to wait patiently in line. Students are expected to use equipment properly.

IS IT RESPONSIBLE?

- Students are expected to be accountable for their actions. They are expected to be responsible for their learning and to use good judgment.

IS IT RESPECTFUL?

- Students are expected to show kindness towards others, act with a sense of right and wrong, and play without hurting others physically or emotionally.

Positive Behavior Interventions and Supports Program

Hiteon uses the behavior program Positive Behavior Interventions and Supports (PBIS). Staff members have been trained to teach the expected school rules and behaviors and to reward students when they use the expected behaviors. When appropriate behaviors are not used, students are re-taught the expected behavior. PBIS is the program we use to create an environment that reduces violence and establishes a positive atmosphere in our school and the community.

Encouraging Appropriate Behavior

Appropriate behavior will be encouraged and reinforced in the school setting with verbal praise, notes of encouragement, rewards and public recognition. Parents are encouraged to help the student maintain appropriate school behavior.

Discouraging Inappropriate Behavior—Inappropriate behaviors are an opportunity to teach appropriate behavioral skills to motivate children to behave in a mature and responsible manner. Consequences for inappropriate behavior will focus on re-teaching the expected behavior and will increase in severity based on the number of previous offenses and the nature of the offense.

Consequences

If a student's behavior continues to cause academic or social problems in spite of initial teacher interventions, any of the following consequences may result:

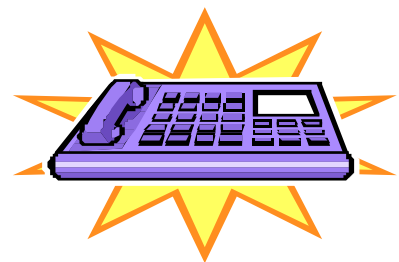
- Verbal reminder by the teacher
- Time out in another part of the classroom or in another room with adult supervision
- Problem-solving conference
- Loss of privileges, such as recess
- Parent contact
- Visit with the principal

If a student is sent to the principal's office, one or more of the following actions will be taken in accordance with the district's *Consistent Discipline Handbook*:

- Conference with the student
- Parent contact by phone or discipline form sent home to be signed and returned
- Parent conference
- Behavior contract established
- Office Intervention and Redirection
- Loss of student privileges
- Assignment of community service
- In-school suspension
- Out-of-school suspension

TELEPHONE USE

Student use of the telephone is limited to resolving an emergency situation or by teacher request. Students may not use the phone to make social arrangements. Students must have permission from their teacher to use the office phone. **Phone calls are not transferred to the classrooms during the instructional day. Students may not receive nor return phone calls except in the case of an emergency and with staff supervision.**



STUDENT HEALTH AND SAFETY

AFTER SCHOOL PLANS/CARE

On the enrollment form parents are asked to list before and after school care arrangements for each student. If these arrangements change, please advise us in writing or call. If a student goes anywhere other than the stated arrangements, parents must notify the teacher and school in **writing**. If there is a same day change, you may call the office. If we have no instructions, we will always honor the information on your enrollment form.

CHAMPIONS DAYCARE

Hiteon has a daycare program called Champions. For further information, the schedule or registration please call (503) 896-8514.

EARTHQUAKE/DISASTER PLANNING

Due to the areas past history of earthquakes, a specific procedure has been formulated for the school if a major disaster or earthquake were to occur during school hours. Students and staff practice emergency procedures regularly. Several types of emergency supplies are always available at the school.

EMERGENCY SCHOOL CLOSURE

All Beaverton Schools may close due to extreme weather conditions. In the event of a school closure, delayed opening, or early closure, announcements will be made by local radio, TV stations and the Beaverton School District website: www.beaverton.k12.or.us.

FM/AM Radio Stations

KKCW FM 103.3	KPOJ AM 620	KYCH FM 97.1
KINK FM 101.9	KPAM AM 860	KBPS AM 1450
KOPB FM 91.5	KEX AM 1190	KRSK FM 105.1
KKRZ FM 100.3	KSZN AM 1230 (Spanish)	KXL AM 750
KGON FM 92.3	KWJJ FM 99.5	KXJM FM 107.5
KFXX AM 1080	KNRK FM 94.7	KUPL FM 98.7
KUIK AM 1360	KUFO FM 101.1	KBOO FM 90.7

Television Stations

KATU (2) KOIN (6) KGW (8) KPTV (12)

On a delayed opening schedule schools and buses will run 2 hours later than normal. This will allow additional time for thawing and provide extra time for the heavy traffic to subside. Morning kindergarten will not be held when we are on the 2-hour delay schedule.

When schools are in session and snow begins to fall or other extreme weather is anticipated, a decision may be made to close early. **When the weather is uncertain, please listen to local radio and TV stations for early closure information.** A lack of electricity or bad weather can cause severe phone problems, so we are unable to notify families individually. Please be certain you keep your emergency information updated with the school at all times and that your children know where to go in an emergency.

HEALTH INFORMATION

Success in school depends in part upon your child's physical health, well being, and maintaining regular attendance.

Be sure your child:

- has been taught to wash hands after using the rest room.
- has periodic health, dental, and vision checks.
- gets adequate sleep each school night.
- maintains a proper diet and starts each day with a good breakfast.

IMMUNIZATIONS

Any elementary student entering school in Oregon for the first time must show proof of immunization against polio, DPT, measles, mumps, rubella, and hepatitis B (or have a religious or medical exemption). Also, kindergarten, first, second, third, fourth, and fifth grade students are required to have a chicken pox immunization or provide the date of having had the disease. Students born in certain countries must also show proof of negative TB test results. The school will inform you if immunizations need updating.

INJURIES AND ILLNESS

In the event a student becomes ill or is injured at school, every effort will be made to contact you so that you can assume responsibility for transportation and care of your child. Home is the best place for a sick child. It is imperative that we have current emergency numbers where you can be reached. Children with symptoms of communicable diseases will be excluded from school until they are symptom free or have written permission from a physician to return.

Children coming to school should be prepared to participate in the regular school day, including recesses. Every year a number of requests are received from parents regarding children staying in the building during recesses. Our policy is:

If a child comes to school with an illness that will prevent him/her from participating fully in daily activities, a doctor's written directions stating the child's situation and also the degree of allowable activity inside and outside the building will be honored. Please note recess is part of our daily school activities.

INSURANCE

School accident and dental insurance is available. A brochure with an application is sent home in the September packet.

MEDICATION POLICY

If your child requires medication during the school day, it is necessary that our office staff use the following guidelines to meet your child's needs:

- Medication includes all nonprescription medicines, ointments, antacids, cough drops, etc., as well as prescription medications.
- Our district policy requires parents to bring any medication to the school office in the original container.
- **A parent or guardian in the school office must complete a Medication Record and Authorization form.**

Please do not send medication to school with your child. You will need to visit the main office to drop and fill out the required paperwork. Every attempt will be made to assure that your child receives his/her medication at the appropriate time.

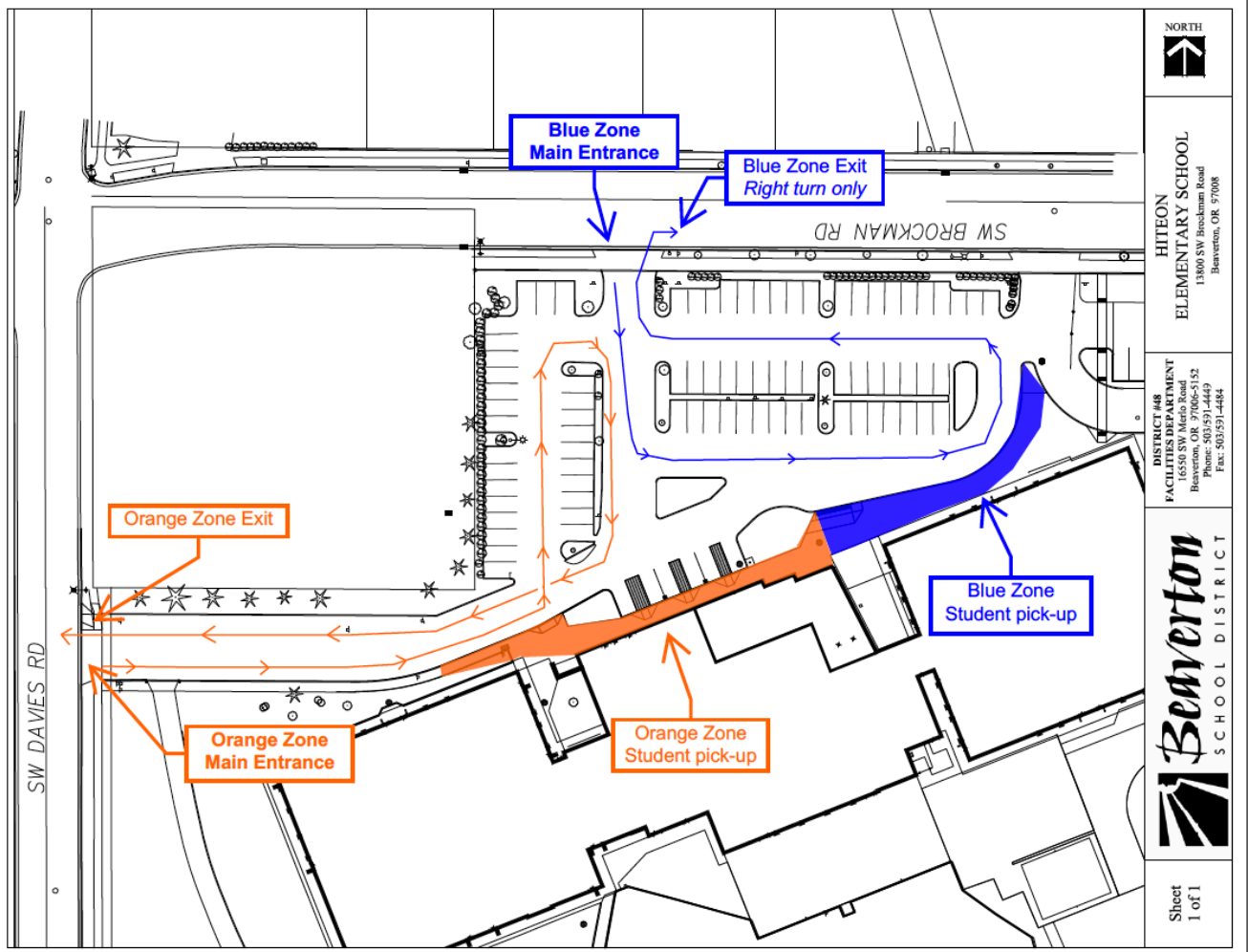
SAFETY DRILLS

During the school year the staff will conduct several types of safety drills with students. Teachers stress that practice helps us do "the right thing" if any emergency occurs in our school or community. If parents arrive at school and find a drill sign on the main entrance, please respect that you may not enter the school until the drill is completed. Our drill practices include:

- Fire drill
- Earthquake drill
- Lock-out drill - locking the school up from any danger in the nearby community
- Lock-in drill - securing students and staff from any danger present in the school
- Blocked exit drill

TRAFFIC SAFETY

Parents using cars to pick up children need to use the appropriate entrance and exits of the parking lot. A note from home is required when there is any change in a child's routine.



VISION AND HEARING SCREENING

Each fall the Beaverton School District sponsors vision screening in the school. Parents are notified if the screening indicates further testing is needed for your child.

The Beaverton School District sponsors the auditory acuity tests annually, usually for children in kindergarten, first, and third grades.

COMMUNITY PARTICIPATION

LOCAL SCHOOL COMMITTEE (LSC)

Local school committees were established by the Beaverton School District to provide assistance and direction to the individual schools and the school board for the effective operation of the district. One of the responsibilities of local school committees is to make decisions on building use permits throughout the school year.



Hiteon's Local School Committee meets on a monthly basis with times and dates announced through regular communication channels. Applications for building use permits are encouraged to be submitted early in the year. If you have any questions or concerns you may direct them to any of your local school committee members.

PARENT PARTICIPATION

Parent volunteers contribute greatly to our program, and we appreciate the positive support you provide. We consider the educational process a mutual effort and would like to stress the importance of communication and cooperation between home and the school. This communication may be accomplished in several ways: parent conferences with the teacher or principal, as well as participation in the parent-teacher club and the local school committee.

PARENT-TEACHER CLUB (PTC) VOLUNTEERS

Hiteon School offers many opportunities for parents to be directly involved in the educational process. Our volunteer coordinator will send home information and sign-up sheets. A few of the activities in which parents may participate are:

Room Parents	Reading Incentive
Library Helpers	Classroom Volunteers
PTC Committees	Individual Tutoring
Art Literacy	Special Classroom Projects
Special Events	Fundraisers

VOTER REGISTRATION

Voter registration forms are available in the school office if you need to register or change information on your current registration.

BOARD AND COMMITTEE MEMBERS

SCHOOL BOARD MEMBER - ZONE 6

Jeff Hicks 503-579-3034 jeff_hicks@beaverton.k12.or.us

PARENT-TEACHER CLUB (PTC) BOARD

Co - President - Cathy Manor - president@hiteonptc.org

Co - President - Stacie Ayers- president@hiteonptc.org

Co - First VP Fundraising - Ilirija Encinas vp1fundraising@hiteonptc.org

Co - First VP Fundraising - Sue Smith vp1fundraising@hiteonptc.org

Co - Second VP Community Events - Mary Pat Janowski- vp2committees@hiteonptc.org

Co - Second VP Community Events - Melynda Stitt - vp2committees@hiteonptc.org

Secretary- Julie Lover- secretary@hiteonptc.org

Treasurer - Erica Ediger- treasurer@hiteonptc.org

Co-Volunteer Coordinator - Shannon Duffy- volcoord@hiteonptc.org

Co-Volunteer Coordinator - Christy Weaver - volcoord@hiteonptc.org